

Job information pack

Food Supply Project Officer



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How to apply

1. Email recruitment@sustainweb.org including:

- **Your CV**

Please label the file in the format '*CV-your-full-name*'.

- **Your supporting statement (covering letter)**

Detail in 500 words how you meet the person specification requirements of the role. Label as '*Statement-your-full-name*'.

2. **Complete the recruitment form**

We will only accept applications where a CV, supporting statement and completed [recruitment form](#) has been received.

Timeline

- **Application closing date:** Thursday 3 September 2026 at 5pm (BST)
- **First stage interviews** will take place (via Zoom) on: Tuesday 15 September 2026
- **Second stage interviews** to take place in-person (London office) on Tuesday 22 September 2026

Early applications are encouraged.

For any queries, please contact our recruitment team at recruitment@sustainweb.org.

Our approach to equity, diversity and inclusion

We're working hard to create an inclusive culture, where everyone feels they belong. It's important that our people reflect and represent the diversity of the communities and audiences we serve and we value lived experience, transferrable skills and a learning mindset. If you're excited about this role but you don't meet every requirement in the job description, we encourage you to apply anyway if you have other experience and skills which are transferrable.



Sustain is an accredited Living Wage employer and participates in a disability and ethnicity confident scheme. These schemes provide an enhanced opportunity for interviews, although it does not guarantee one due to high volumes of applications.

Job description

Job title:	Food Supply Project Officer
Contract:	Fixed-term, part-time contract for 12 months (approx. start date October 2026, end date October 2027).
Reports to:	Hannah Gibbs, Programme Manager
Accountable to:	Sarah Williams, Director of Programmes
Hours:	0.8 FTE (28 hours / 4 days per week) Sustain will consider flexible working applications as per statutory legislation.
Place of work:	The Green House, 244-254 Cambridge Heath Road, London E2 9DA The role is office-based in Cambridge Heath, London.
Salary and remuneration package:	£41,192 FTE (£32,953 pro-rata gross salary for 0.8 FTE). 5% workplace pension matching contribution, auto enrolment rules apply. 16 days' Basic Annual Leave + FTE allowance of public holidays (8 days) + office closure between Christmas and New Year (3 days) will also be pro-rated accordingly. Non-contractual benefits include Employee Assistance Programme and Cycle to Work scheme.

Purpose of the role

Sustain works to improve food supply systems by increasing the production, purchasing and consumption of healthy and sustainably produced food, through improvements in policy and practice.

The Food Supply Project Officer will support delivery of Sustain's work on food supply (Sustain Strategy Goal 3), strengthening agroecological supply chains and improving public sector food systems through policy and practice, including some focused work on public sector food procurement.

The role will work with councils, local food partnerships, food supply chain actors and other stakeholders to support policy advocacy, practical delivery, research, engagement and communications.

The role also contributes to national and local activity that advances Sustain's strategic objectives on food procurement and supply, including supporting policy, practice and partnership development to increase the policy support, procurement, supply and uptake of fruit, vegetables and pulses.

A key focus is supporting work to influence the public sector procurement policies and buying decisions of local and national government. This includes working with London councils and the Greater London Authority, and/or others in the Sustainable Food Places network who show promising potential for relevant work and policy commitments, in order to demonstrate that ambitious public sector food standards are feasible and replicable, and using that evidence and wider experience to drive national policy reform.

Role and responsibilities

This role supports activity across Sustain's Food Supply Chains Goal, helping to run projects, research, stakeholder engagement, communications and advocacy to strengthen sustainable food supply chains and improve public sector food procurement. The postholder will be an organised and personable individual, working closely with councils, local food partnerships, and others to build evidence, support practical delivery, influence policy and promote the production, procurement and uptake of healthy, sustainably produced food, especially fruit, vegetables and pulses.

Project delivery and support

- Support, and where appropriate lead, on projects, campaigns and programme priorities, working closely with the Programme Manager and wider team, particularly in relation to increasing fruit, vegetables and pulses in food supply chains and public sector food procurement.
- Manage day-to-day project activity, provide administration support including organising meetings, maintaining records and monitoring progress across agreed activities.
- Initiate and contribute to delivery of Sustain's work on public sector food procurement, including research, stakeholder engagement and policy advocacy.
- Draft, collate and report project information, ensuring deadlines are met and work is well organised.
- Support and contribute to programme development; development of ideas, initiatives and the case for support; fundraising and funder relationships as required.

Stakeholder engagement and partnership working

- Build and maintain relationships with partners, working groups, and place-based stakeholders.
- Engage with government, council procurement teams, decision-makers and sector stakeholders to inform and influence policy and practice on food procurement and supply, and support and create opportunities for alliance members and other stakeholders to engage.
- Support coordination and delivery of the Sustain Food Supply Chains working party, including arranging meetings, taking accurate minutes, maintaining membership contact lists and administration and development of sub-groups or task-and-finish groups.
- Work across internal teams and networks to ensure alignment and shared delivery, including convening cross-team discussions on supply chains and procurement work where appropriate.

Events and engagement

- Plan and deliver events, meetings and engagement activities, including webinars and external events.
- Support logistics, promotion and delivery of events, including in relation to speakers, venues, catering and participants, organised in line with the Charity's policies and guidance.

Research and data

- Undertake research and analysis that supports delivery of project aims, including desk-based and stakeholder research and case studies relevant to sustainable food supply chains and procurement.
- Collect, manage and analyse data for reports, briefings and to support monitoring, evaluation and learning including identifying emerging themes, gaps and insights.
- Prepare drafts and contribute to reports using templates and with guidance of Manager.

Communications

- Plan and deliver communications and engagement activities across a range of channels.
- Produce written and digital content including newsletters, blogs, case studies and social media.
- Contribute to production and distribution of programme communications outputs, including newsletters and updates to stakeholders.
- Work with colleagues to ensure communications are timely, accessible and aligned with programme objectives.

General and organisational contribution

- Contribute to a positive team culture and collaborative working across Sustain.
- Ensure equity, diversity and inclusion are embedded across all areas of work.
- Undertake any other responsibilities in connection with the work that may arise from time to time.

Note: *This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the charity. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.*

Person specification / What we're looking for

[E] - Essential / [D] - Desirable

Knowledge and understanding

- Understanding of sustainable food systems, supply chains and/or related policy/practice areas (E)
- Experience of working on funded projects or programmes (E)
- Knowledge of relevant sectors (e.g. farming, supply chains, food procurement, local authorities, food partnerships) (D)

Skills and abilities

- Communicate clearly and effectively in writing and verbally for a range of audiences (E)
- Gather, analyse and present information to support decision-making and influence others (E)
- Highly organised, confident at managing project administration, data, records, contact lists, actions and reporting processes, and managing multiple tasks and deadlines (E)
- Build positive working relationships with colleagues and stakeholders (E)
- Work accurately and manage data, records and reporting processes (E)
- Use standard digital tools and systems to support delivery (E)

Experience

- Experience of supporting delivery of projects, campaigns or programmes (E)
- Experience of research, reporting or producing written outputs (E)
- Experience of organising events, meetings or stakeholder engagement activities (E)
- Experience of using communications channels (e.g. web, newsletters, social media) (D)
- Experience of policy, advocacy or campaigning work, including contributing to evidence or communications aimed at influencing decision-makers (D)
- Experience of the above in food and/or farming context (D)

Qualifications and training

- Relevant experience in a similar role or equivalent transferable experience (E)
- Relevant qualifications or equivalent skills and experience (E)

Commitment and approach

- Commitment to equity, diversity and inclusion (E)
- Interest in sustainable food and farming, public sector food procurement, and/or related policy areas (D)

Important information about the role

- Please note that all applicants must currently have the right to work in the UK.
- A DBS check is not a requirement for the role in the first instance. A DBS check or an enhanced DBS check may be necessary if the role develops into participation in events involving children, young people or vulnerable adults.
- Satisfactory references are required before an offer of employment is made.
- The offer of employment may be withdrawn if you do not meet the criteria above.

Who we are

Sustain is a **powerful alliance of organisations** and communities working together for a better system of food, farming and fishing, and cultivating the movement for change. We represent over 100 food and farming organisations.

Together, we advocate food and agriculture policies and practices that enhance the health and welfare of people and animals, improve the working and living environment, enrich society and culture, and promote equity.

Working in collaboration, we:

- Develop networks of people and organisations to devise and implement projects and campaigns, and to provide a platform for recognition and replication of pioneering work.
- Run highly effective and creative campaigns, advocacy, networks and demonstration projects, aiming to catalyse permanent changes in policy and practice, and to help equip more people and communities with skills as change-makers.
- Advise and negotiate with governments, local authorities, regulatory agencies, funding bodies and other decision-makers to ensure that legislation and policies on food, fishing and agriculture are publicly accountable and socially and environmentally responsible.

Our funders

All the campaigns and projects at Sustain are funded by charitable trusts and foundations, donors and supporters who are an integral part of our successes, which has led us to receiving many awards. We are fortunate to have received grants from a wide range of funders for specific projects and campaigns, and we continue to fundraise to improve food and farming for all.

Where we work

A lovely working space is really important so we're happy to show you where we work. Our offices are a short walk from Bethnal Green tube station (Central Line) located in a vibrant part of London, with easy access to shops, Victoria Park and the Regent's Canal tow path.

We work in an open plan office with plenty of natural light and of course we have many plants, and we offer free tea and coffee.

There is a wide variety of private meeting spaces available in the building, and we also have access to a green roof-top terrace complete with trees, plants and views across London.

We also enjoy discounts in a few local shops which helps to keep the local economy thriving. Museums and parks a short walk from the offices also gives you plenty of opportunity to explore the neighbourhood during lunchtimes.

[Map link](#)

The Green House
244-254 Cambridge Heath Road
London E2 9DA

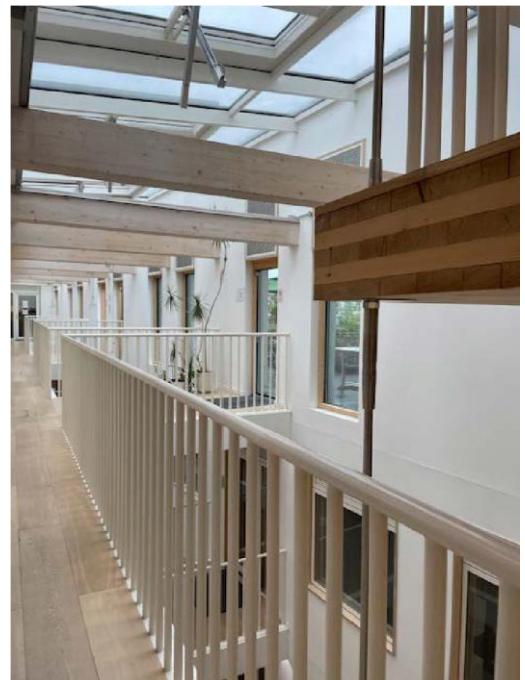


How we work

We offer a wide range of hybrid working patterns and are supportive of flexible working, however this may not be suitable for all roles. Some colleagues may work from home for part of the week, and most are expected to attend certain meetings and events in-person. Some roles require more office presence than others due to the nature of the role.

Everyone is expected to work collaboratively with colleagues and in the communities or networks where our projects are delivered.

Continuous Professional Development is as important to us as it is to you, and we offer a wide range of in-house and out-sourced training suitable for a wide variety of job roles.



One of the reasons I joined Sustain was to make a difference to our planet and our communities. I've always been passionate about food, our environment and a fairer world for all. Working with colleagues who share the same passion and values is wonderful.

What we offer

Please note that these benefits are non-contractual.

Flexible working hours and TOIL

- Flexible and hybrid working options after probation. We have a flexible approach to working and provide Time Off in Lieu when staff are required to work occasional evenings or weekends.

Hybrid and homeworking

- Some roles are suitable for a combination of hybrid and home working, while others are more office based, allowing for collaborative working, skills sharing and peer support. This role is based at our Cambridge Heath office and requires regular office attendance. Hybrid working may be considered following induction and subject to operational requirements.

Welcoming office space

- Weekly organic fruit box for the office to share.
- Free secure indoor storage for bicycles and shower facilities.
- A fully equipped London based office.

Time off and volunteer day

- 20 days annual leave for full-time employed staff plus bank holidays (pro-rated for part-time workers).
- Office closure between Christmas and New Year.
- 1 volunteer day per year.

Pension

- Automatic pension enrolment with Nest with up to 5% (subject to review) employer contributions, with an ethical investment option.

Health and wellbeing

- Enhanced sick pay.
- Employee Assistance Programme, giving access to confidential advice on personal finances, mental health and wellbeing.
- Cycle to Work scheme.
- Eye care vouchers.

Making a difference in the world with our friendly supportive team

- An opportunity to work on pioneering projects at a local and national level.
- A collegiate set up within an established charity.
- A friendly, creative and sociable team.
- Job related training opportunities.